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2 June 1947

Subject: Comments Regarding Tentative Draft of S.O. Procedure Guide No.6 - Parts I and III.

1. Attention is called to part I, paragraph 5, travel of military and naval personnel. Provision is made in this section for the use of OSO funds in connection with either TDY or PCS travel of military and naval personnel. The question is raised as to whether or not this is desirable. Neither the Department of the Army nor the Department of the Navy will assume financial responsibility for TDY travel of service personnel on detached service with other units of Government. However, it is my understanding that both of these Departments assume responsibility for PCS travel of their personnel regardless of assignment. This raises two questions:

- a. If travel is performed on CIA funds, the opportunity is open for duplicate payment by both CIA and the Department concerned.
- b. PCS travel of service personnel can only be accomplished on issuance of competent service travel orders. Consequently, if travel is not performed on the funds of the service concerned, the travel [redacted] of the individual. From this point of view, it would appear desirable that service personnel engaged on PCS travel conform to all normal procedures of their service.

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2. Attention is also called to part I, paragraph 3.a. and part III, paragraph 3.b. Unless all copies of the "authority" provided for in these paragraphs are signed or in some other way validated, it is believed essential that Special Funds Division have the original copies. Without original or authenticated copies, Certifying Officers, Agent Cashiers, and Auditors would necessarily have to confirm the authenticity of the authority.

3. Attention is also called to Overseas Travel Order attached as the basic form to the draft procedure guide. <sup>du</sup>Paragraph 3 we have added a clause specifically excluding the insurance cost of shipping household goods and personal effects. This is deemed desirable in that individuals are frequently uninformed as to the prohibition of insurance expense as a proper charge against the Government.

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Chief, SFD

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